VAMS Vaccine Administration Management System

WEST VIRGINIA
Department of
Health &
Human
Resources

Standard Clinic – Clinic Administrator

Quick Reference Guide

Version 3.4.2021

For further assistance, call the VAMS Zoom Room:

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PRIVACY NOTE

To receive the COVID-19 vaccine, personally identifiable information (PII) and protected health information (PHI) will be entered into VAMS. PII is any data that could potentially identiy an individual. PHI includes demographic information and relates to the individual's past, present, or future physical or mental health or condition. VAMS complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy and security rules. For more information about HIPAA visit: https://www.cdc.gov/phlp/publications/topic/hipaa.html

How to Use the Quick Reference Guide

This manual is to be used by the Clinic Administrators to better understand and manipulate VAMS. In this guide, you will find sets of instructions to assist you while maneuvering VAMS. This Quick Reference Guide focuses on the functions a Clinic Administrator will perform in a **Standard Clinic**. For information about navigating your **Third-Party Clinic**, please see the Third-Party Clinic User Manual and Quick Reference Guide. If you need more assistance, a Clinic Administrator User Manual is available with more information.

Disclaimer

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Set up Your Clinic in VAMS (Four Steps)

Activate your user account	Register your clinic in VAMS	Set up your clinic's schedule	Add clinic staff as VAMS users

Activate Your User Account:

1. Check your email for the link to set up your account.
2. Click the registration link in your email.
3. Verify your email address.
4. Create your password.
5. Check your email account for a verification code.
6. Enter the verification code.
7. Read the terms and conditions and check the box if you agree.
8. Click Create Account.

Activate your user account	Register your clinic in VAMS	Set up your clinic's schedule	Add clinic staff as VAMS users

Register your Clinic in VAMS:

1. Log into **VAMS.**
2. You are directed to the **Register Vaccination Clinic – Clinic Point of Contact** page.
3. Ensure the information is correct.
   a. If any information is incorrect, update it on this page.
4. Click **Next**.
5. You are moved to the **Register Vaccination Clinic – Clinic Information** page.
6. Ensure your clinic information is correct.
   a. If any information is incorrect, update it on this page.
7. Click **Next**.
8. You are taken to the **Register Vaccination Clinic – Review** page.
9. Review all information.
10. Click the checkbox beside: **By selecting this checkbox I confirm the above information is accurate**.
11. Click **Next.**
12. Click **View Portal**.
13. You are then taken to the Clinic Portal main page.

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Activate your user account → Register your clinic in VAMS → Set up your clinic's schedule → Add clinic staff as VAMS users

Set up Your Clinic's Schedule:

Set Appointment Durations:
1. Log in to **VAMS**.
2. Click the **Clinic Details** tab.
3. Click the **Edit** button located at the top left of the clinic details page.
4. Use the arrow to select an **Appointment Duration** to choose your clinic's appointment duration.
5. Click **Save.**

Set Operating Hours:
6. Click the **Clinic Setup** tab.
7. Click on your clinic's name in the **Clinic Location Name** column.
8. The **Available for Scheduling?** checkbox will automatically be checked. If your clinic is not ready to be open for appointments, uncheck the box by clicking the Edit button located on the upper right side of the page.
9. Click **Setup Operating Name and Operation Hours**.
10. Click the **Edit** icon (pencil) to name your clinic's operating hours.
11. Enter the name of your clinic's hours.
12. Click **Save**.
13. Click the **Operating Hours** tab to add clinic operating time slots.
14. Click **New**.
15. Use the drop-down menu to select the **Day of week.**
16. Select the **Start Time**.
17. Select the **End Time**.
18. Click **Save**.
19. Complete this task for each day your clinic is open.
20. Click the VAMS header to go back to the Main Page.

Add Vaccination Stations and Set Their Operating Hours:
21. Click the **Treatment Stations** tab.
22. Click **New**.
23. Search for your clinic by entering the name in the **Clinic search** box.
24. Enter a **Station Name** for the treatment station you are creating.
25. Select the **Start Date**.
26. Select the **End Date**.
27. For the first treatment station you create, click in the **Station Operating Hours** box and select **New Station Operating Hours**.
28. Name the set of operating hours for this treatment station.
29. Click **Save**.
30. Once you have selected the Station Operating Hours, click **Save**.
31. Click **Save**.

Set the Vaccination Station Operating Hours
32. Click on the name of the operating hours for the treatment station.
33. Click **Station Operating Hours**.
34. Click **New**.
35. Select the **Day of the week**.
36. Select the **Start Time**.
37. Select the **End Time**.
38. Click **Save**.
39. Click the VAMS logo, in the upper left-hand side of the screen to begin the next step.

Assign Clinic Reservations
1. Click the **Clinic Reservations** tab.
2. Click in the **% Reservations for** box
3. Click the edit pencil.
4. Enter the percentage.
5. Click **Save**.

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Activate your user account	Register your clinic in VAMS	Set up your clinic's schedule	Add clinic staff as VAMS users

Add Clinic Staff as VAMS Users

1. Click the **Manage Users** tab.
2. Click **New**.
3. Add the user's email in the Add or Update User.
4. Click **Search**.
5. Enter the user's **Email Address**.
6. Enter the user's **First Name**.
7. Enter the user's **Last Name**.
8. Select the user's **Role**.
9. Select the user's **Credentials**.
10. Click the checkbox stating you are not a robot.
11. Click **Save**.
12. A registration email will be automatically sent to the user with a link for them to set up their VAMS account.

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Additional Tasks

Manage Clinic Details:
1. Click the **Clinic Details** tab.
2. Click **Edit**.

Clinic Setup Tab:
1. Click the **Clinic Setup** tab
2. Click your clinic's name.
3. Click **Edit**.

Manage Clinic Schedule:
(Edit or Delete Clinic Operating Hour Time Slots):
1. Click the **Clinic Setup** tab.
2. Choose your clinic name in the **Clinic Locations** table.
3. Click on the name of your clinic hours.
4. Click the **Operating Hours** tab.
5. Click the **Slot #** of the time slot to edit or delete.
6. Choose the **Edit** or **Delete** button.
7. Edit the hours.
8. Click **Save.**

Rename, Edit or Delete a Treatment Station's Operating Hours:
1. Click the **Treatment Stations** tab.
2. Select the Treatment Station.
3. Click on the Name of the operating hours.
4. Click the Pencil icon.
5. Click **Edit**.
6. Click **Save**.

Edit or Delete a Treatment Station Operating Hours:
1. Click the **Treatment Stations** tab.
2. Select the **Treatment Station**.
3. Click on the **Name** of the operating hours.
4. Click the **Station Operation Hours** tab.
5. Choose **Edit** or **Delete**.
6. If you choose **Edit**, make the edits then click **Save**.
7. If you choose **Delete**, click **Delete**.
8. Click **Save**.

Create a Clinic Absence:
1. Click the **Clinic Absences** tab.
2. Click **New**.
3. Choose your clinic's name.
4. Create a **Name** and **Reason for the absence**.
5. Select **Start Date**.
6. Select **End Date**.
7. Click **Save**.

Create a Treatment Station Absence:
1. Click the **Treatment Station** tab.
2. Choose the **Station Name**.
3. Click the **Station Absences** tab.
4. Click **New**.
5. Click in the Station box.
6. Choose the Station.
7. Enter the **Reason for the absence**.
8. Select the **Start Date**.
9. Select the **End Date**.
10. Click **Save**.
11. Click **Ok**.
12. Click **Save.**

Edit or Delete Treatment Stations:
1. Click the **Treatment Station** tab.
2. Select the **Treatment Station**.
3. Choose to **Edit** or **Delete**.
4. If you chose **Edit**, make the edits then click **Save**.
5. If you chose **Delete**, click **Delete**.

Access Clinic Data:
1. Log into **VAMS**.
2. Click the **Clinic Details** tab.
3. Click on a report to review.

To Edit or Delete a Treatment Station Absence:
1. Click the **Treatment Stations** tab.
2. Choose the Treatment Station.
3. Click **Edit** or **Delete**.

To Edit or Delete the Clinic Absences:
1. Click the **Clinic Absences** tab.
2. Choose the clinic name.
3. Select **Edit** or **Delete**.

Access Multiple Clinics in VAMS:
1. Click the drop-down arrow next to your name in VAMS.
2. Click **Switch Portals**.
3. Choose the **Clinic Portal** button.
4. Select the **Access Portal** button.

Edit a VAMS Clinic User:
1. Click the **Manage User** tab.
2. Select the Users Name.
3. Click **Edit**.
4. Update the information.
5. Click **Save**.

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Deactivate your Clinic:
1. Click the **Clinic Details** tab.
2. Click **Deactivate Clinic** button.
3. Confirm you want to deactivate the clinic.
4. Click **Deactivate**.

Remove a VAMS Clinic User:
1. Click the **Manage User** tab.
2. Select the Users Name.
3. Click **Remove**.
4. Confirm to remove the user.
5. Click **Next.**

Add Mobile Clinic Locations and Operating Hours:
1. Click **Clinic Setup** tab.
2. Click **New**.
3. Select the **Clinic**.
4. Enter the **Address**.
5. Select the **Time Zone**.
6. Enter the **Start Date**.
7. Enter the **End Date**.
8. Click **Save**.
To Add Operating Hours:
1. See **Set up Clinic Schedule**.
2. Ensure **Available for Scheduling** is checked.
3. Click **Save**.

**Multi-Clinic Users: Add a Clinic User Already
Registered as a VAMS User:**
1. Click the **Manage Users** tab.
2. Click **New**.
3. Enter the user's email.
4. Click **Search**.
5. Update user's information.
6. Click **Save**.

Log COIVD-19 Vaccine Inventory Manually:
1. Click the **Inventory Management** tab.
2. Click **Manually Log Inventory**.
3. Select the **Manufacturer**.
4. Select the **Product**.
5. Select the **UoS NDC**.
6. Enter the **UoS Lot Number**.
7. Enter the **UoU Lot Number**.
8. Enter the total number of UoU vials.
9. Enter the **Expiration Date**.
10. Click **Next**.
11. Ensure the information is correct.
12. Click **Next**.
13. Click **Finish**.

Log COIVD-19 Vaccine Inventory Using a Scanner:
1. Click the **Inventory Management** tab.
2. Click **Scan Inventory**.
3. Scan the **UoS barcode**.
4. Select the **Manufacturer**.
5. Click **Next**.
6. Enter the **total UoU vials**.
7. Click **Next**.
8. Scan the **UoU barcode**.
9. Click **Next**.
10. Ensure the information is correct.
11. Click **Next**.
12. Click **Finish**.

Reduce Inventory Manually:
1. Click **Inventory Management** tab.
2. Click **Manually Reduce Inventory**.
3. Enter the required fields.
4. Click **Next**.
5. Ensure the information is correct.
6. Click **Next**.
7. Click **Finish**.

Reduce Inventory with 2D Scanner:
1. Click the **Inventory Management** tab.
2. Click **Reduce Inventory (scan).**
3. Scan the **UoS barcode**.
4. Enter the **Reason for reduction**.
5. Enter the **Number of doses reduced**.
6. Ensure the **Manufacturer** is correct.
7. Click **Next**.
8. Ensure the information is correct, click **Finish**.

Find a Recipient:
1. Click the **Search for existing recipient's button**.
2. Enter the required information.
3. Click **Search**.
4. You can add the recipient as a walk-in, create a future walk-in or enter them as a VAMS user.

Limit Availability to Organizations:
1. Click **Limited service groups**.
2. Click **Create**.
3. Enter the **Limited service group name**.
4. Select the **Location**.
5. Select the **Limited service group type**.
6. Choose the **Organization**.
7. Click **Activate this Limited Service Group**.
8. Click **Create**.

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Edit or Deactivate a Limited Service Group:
1. Click on the name of the **Limited Service Group**.
2. Click **Edit**.
3. Deselect the **Active** checkbox.
4. Click **Save**.

Invalidate and Edit Vaccination Records
1. Click **Manage appointments**.
2. Click the **Search past vaccinations** button.
3. Enter recipient's **First Name**.
4. Enter recipient's **Last Name**.
5. Enter recipient's **Date of Birth**.
6. Click **Search**.
7. Click **View Record**.
8. Click **Vaccine Administration**.
9. Click **View Record**.
10. Click the **Edit** or **Invalidate** button.

To Edit a record:
1. Click **Edit**.
2. Update the information.
3. Click **Save**.
4. Select the **Reason for the update**.
5. Click **Save**.

To Invalidate the record:
1. Click **Invalidate Record**.
2. Select the **Reason for the invalidation.**
3. Click **Invalidate Record**.